



Bushfire
Environmental
Management
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DRAFT

BUSH FIRE EMERGENCY MANAGEMENT AND
EVACUATION PLAN

Mungo Brush Road, NSW
Lot 2 / DP 1015609

BEMC

RING

'000'

for all emergencies



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GLOSSARY AND ACRONYMS

Term	Meaning
Assembly Area / Point	The designated place or places where people assemble during an evacuation.
Asset Protection Zone (APZ)	Area between the bush fire threat (vegetation) and the asset (humans or buildings) that is managed to reduce vegetation, bush fire ignition and propagation.
Bush Fire	A general term used to describe fire in vegetation, includes grass fire.
District Emergency Management Officer (DEMO)	For emergency management purposes, NSW is divided into emergency management districts. Each Emergency Management District has a District Emergency Management Committee. The Committee is chaired by the District Emergency Operations Controller (DEOCON), supported by the District Emergency Management Officer (DEMO). The DEMO is also responsible for assisting local committees and communities within the relevant District on emergency management matters.
Emergency	An event that arises internally, or from external sources, which may adversely affect the occupants or visitors in a facility, and which requires an immediate response.
Emergency Planning Committee (EPC)	Persons responsible for the documentation and maintenance of an emergency plan.
Emergency Control Organisation (ECO)	Group of people responsible for planning and implementation of emergency management arrangements.
Emergency Management Plan (EMP)	Planning document that sets out the procedural elements of emergency management for a site.
Emergency Warning System (EWS)	A system of alarms and alerts to trigger emergency response.
Emergency warning and intercommunication system (EWI)	A combined emergency warning and intercommunication system that facilitates both way communications and control during an emergency.
Evacuation	The orderly movement of people from a place of danger.
FDI	A quantitative number (zero to 100) that predicts the chance of a fire starting, its rate of spread, its intensity, and the difficulty of its suppression. Higher the number the more intense and speed of the wildfire.
Local Emergency Management Officer (LEMO)	The State is divided into Local Government areas with a Local Emergency Management Committee for each area. This Committee is chaired by a senior representative of the council and is supported by a Council appointed Local Emergency Management Officer (LEMO).
Neighbourhood Safer Place (NSP)	A location of last resort providing a greater chance of survival for human life during the onset and passage of a bush fire.
Occupant	A person attending a facility on a permanent or temporary basis, such as an employee, contractor, student or resident, but not a visitor.
On-site refuge	A building within the premises that can accommodate the people that will shelter. The place is not under threat from a bush fire.
Off-site refuge	A venue at another location some distance away that can accommodate all the people being evacuated. The place is not under threat from a bush fire.
Off-site evacuation point	A venue at another location some distance away that can accommodate all the people being evacuated. The place is not under threat from a bushfire.
Relocation	Movement of persons and/or organisations to an alternate area.
Sheltering	Procedures for a relevant situation where the safest course of action is to remain in a building or location.
Support needs	People with physical, intellectual, visual, or auditory disabilities or impairments, either temporary or permanent who require support. It also includes aged persons and juveniles who are dependent on others for their care and wellbeing.

EMERGENCY CONTACTS

The facilities Emergency Management Plan identified the Incident management team, wardens and chief wardens as well as other key stakeholders for emergency management response. This list forms a sub list to the key stakeholder contacts within the facilities Emergency Management Plan and is specific to bush fire emergency management and evacuation.

Name / Organisation	Position / Office	Contact	Responsibility
Emergency	General emergency number	000	General emergency
NSW Rural Fire Service	Head Office	1800 679 737 1800 NSW RFS	Emergency Management
Local Rural Fire Control Centre (Tuncurry)	Operations Officer	02 6539 7700	Facility evacuation, wildfire suppression, post incident recovery
Tea Gardens RFS	Brigade Captain	02 4997 1800	
Tea Gardens NSW Fire and Rescue	Operations Officer	02 4927 2571	Facility evacuation, wildfire suppression, post incident recovery
Tea Gardens Police Station	Operations Officer	02 4940 7620	Facility evacuation, post incident security
NSW SES	Operations Officer	132 500	Post incident recovery
NSW Ambulance	000	000	Treatment of Vulnerable people
Forster Private Hospital	Administration	02 6555 1333	Treatment of Vulnerable people
Chief Fire Warden			Facility evacuation, wildfire suppression, post incident recovery
Deputy Fire Warden			Facility evacuation, wildfire suppression, post incident recovery
Area Wardens			Facility evacuation, wildfire suppression, post incident recovery
Waste services			Post incident recovery
Gas services			Post incident recovery
Electricity services			Post incident recovery
Security			Post incident recovery

1 PLAN AUTHORISATION AND REVIEW

Responsibility for enacting, testing, and implementing the document rests with the manager of the facility. This document does not include evacuation arrangements for specific hazards (e.g., floods, storm, active shooter, internal structure fire etc) which are contained within individual plans and specific policies.

This document is to be reviewed through consultation with stakeholders affected by this document:

- no less than every three years;
- following an emergency resulting in significant evacuations

The Chief warden is responsible for authorisation of the plan and review as per **Table 1**. The Plan is to be reviewed and signed by 1 August in each year, prior to the start of the Bushfire Danger Period on 1 October.

Table 1 Plan Authorisation and Review

	NAME	SIGNATURE	DATE
2023 Authorised by:			

The Chief warden is responsible to ensure a copy is available to visitors and for distributing a current 'Evacuation Plan' in August each year to:

- Staff at the facility
- Local Emergency Management Committee (LEMC through Council),
- The Local Emergency Management Officer (LEMO through Council) and
- Other appropriate authorities. (e.g., NSW Rural Fire Services, NSW Police, Fire and Rescue NSW).

2 THE SUBJECT SITE

BEMC Pty Ltd was engaged by Brett Phillips to DRAFT a Bush Fire Emergency Management and Evacuation Plan for the facility at Lot 2 / DP 1015609 Mungo Brush Road, NSW. The Bushfire Emergency Management and Evacuation Plan has been designed to assist the facilities management to protect life in the event of a bushfire.

The identification of Bush fire Prone Areas (BPA) in NSW is required under section 10.3 of the Environmental Planning and Assessment (EP&A Act). Section 4.14 of the EP&A Act requires development to comply with Planning for Bush fire Protection (PBP 2019) if bush fire affect in accordance with BPA Map. This development is located within areas affected by the BPA Map and considered a Special Fire Protection Purpose Development that requires a Bush Fire Emergency Management and Evacuation Plan in accordance with PBP 2019.

At risk developments, such as this lifestyle parks require a greater degree of planning and coordination to ensure the facility is protected from a wildfire event and does not contribute to wildfire ignition and spread.

This Bush Fire Emergency Management and Evacuation Plan has been prepared in accordance with:

- AS3745:2010 Planning for emergencies in facilities.
- NSW RFS Development Planning – A guide to developing a Bush fire Emergency Management and Evacuation Plan.
- NSW Rural Fire Service, Planning for Bushfire Protection 2019 (PBP 2019).

The structure of this report is divided into three parts:

1. Bush Fire introductory
2. Bush Fire Emergency Management (planning and preparation)
3. Bush Fire Evacuation Plan (response and recovery)

The plan is concise and succinct to allow the reader to absorb the salient elements and focus on the operational practicality of the emergency arrangements.

2.1 OBJECTIVES OF BUSHFIRE EMERGENCY MANAGEMENT AND EVACUATION PLAN

The aim of this document is to inform and enhance emergency management arrangements during forecast bad fire weather and provide for evacuations during actual and or forecast bushfires. This document will also identify the operations that may be carried out on days of Total Fire Ban and any prohibited activities or exemptions that are notified by the Commissioner of the NSW RFS under the Rural Fires Act s.99. and requirements to notification of the local NSW RFS Fire Control.

This Bush Fire Emergency Management and Evacuation Plan is developed to meet the bushfire planning requirements NSW Rural Fire Service, Planning for Bushfire Protection 2019 with two Chief warden elements.

1. In detailing the measures to prevent and mitigate, a series of strategies will be established to protect the facility and neighbouring landowners from a bushfire ignition off and on the site. This includes:
 - Igniting management and prevention.
 - Strategies to reduce ignition.
 - Strategies to suppress unplanned fires.
 - Strategies to minimise potential spread of bushfires.
 - Bushfire Mitigation treatments.
 - Appropriate works programming on fire danger days.

2. To establish Bush fire Emergency Management procedures in the event of a bush fire, the following objectives are determined:
- Notification procedures and Key Stakeholders.
 - Decision triggers for shelter-in-place and evacuation.

Specific building evacuations for internal structure fires are not within the scope of this Plan. A separate Fire Engineering Report sets out the evacuation procedure from an internal fire which complies with the NCC & BCA requirements.

2.2 SITE CHARACTERISTICS

This plan is for Caravan Park located at lot 2 / DP 1015609 on Mungo Brush Road, Hakes Nest. The Caravan Park includes cabins, camping, tiny houses, administration building, café, amenities and associated communal facilities.

Table 2 Site Characteristics

ELEMENT	COMMENT
Name of Facility	Mungo Brush Road Caravan Park
Address	Lot 2 / DP 1015609 on Mungo Brush Road
Latitude / Longitude (oval)	-32.648 / 152.186
Location Description	Eastern side of Mungo Brush Road approximately 2km north Hawks Net Golf coarse
Hours of Operation	TBC
Number of occupants/visitors	TBC
Number of administration staff	TBC
Staff/Occupant Ratio	TBC
Number of Vulnerable People	TBC
Overnight accommodation	TBC
Year of Construction	TBC
Size of Land	8.5ha
Wildfire perimeter	1.3km

2.3 EMERGENCY MANAGEMENT SYSTEM

A Bushfire Emergency Management System (section 3.7 of this report) has been developed to be utilised by the facility to provide a single point of information to inform decision making. The Evacuation Plan draws on the Emergency Management System to provide a framework for the Chief warden to inform decision making actions.

2.4 TRAFFIC ISSUES

The staff and visitation numbers to the site are considered low and potential traffic congestion during evacuation (such as around schools) is not considered significant issue for this site. The Evacuation Plan relies on vehicular evacuation from the site.

Research completed by Aaron Tomlins *The Traffic Impacts of Short Notice Bushfire Evacuations in Australia* (UNSW, 2019) illustrated the use of microsimulation methodology when identifying bushfire behaviour, evacuation zones, do-nothing approach, pinch-points, give-way intersections, traffic light signalling, driver behaviour, theoretical traffic demand, departure profile, route choice and performance metrics. This research illustrated that without human intervention to support traffic management during short notice

evacuation (Police or Road services managing traffic) the most effective mechanism to facilitate traffic evacuation is the increase in signalling time at near-by traffic lights. It is beyond the scope of the report, although, site management should approach the NSW Roads and Waterways to discuss the mechanisms they will apply during an emergency to facilitate evacuation of the facility/precinct during a bushfire.

2.5 ADDITIONAL USES

This Bushfire Management and Emergency Evacuation Plan extends to additional associated uses including utility providers required to access the site, maintenance contractors, and cleaners (and the like).

The person with authority relating to the additional uses within the facility is ultimately responsible for enacting the Evacuation Plan. The person with authority will perform the role as designated throughout this document as the “Chief warden”. The “facility” definition includes all associated uses. Where the Chief warden has decided to enact aspects of the Evacuation Plan, it shall apply to all uses, both internal and external for the day that the action is implemented.

If the facility is temporarily closed due to bushfire considerations, all ancillary operations undertaken by additional users will be cancelled.

2.6 VULNERABLE PEOPLE

This section identifies the vulnerable people within the facility that will require specific attention during a wildfire event. Operational planning is required to consider worst-case scenario and what primary actions will be undertaken in the event of a wildfire to support vulnerable people. Occupants can be considered vulnerable through age, health and limited awareness of these surroundings.

An active list shall be maintained for residences in the lifestyle park. During declared fire season in the Lower Hunter district (generally September to February) the facility shall request visitors disclose if they are vulnerable (age and health conditions) to a bush fire event and be temporarily placed on the vulnerable persons list while at site.

Table 3 *List of Vulnerable people*

NAME AND CONTACT	CABIN	CONDITION AND ASSISTANCE REQUIRED

3 BUSH FIRE ANALYSIS

3.1 BUSHFIRE RISK

Bushfire is a normal part of Australia's natural environment, particularly in eucalypt forests. However, the frequency and intensity of bushfires varies throughout the landscape and seasons. Bushfires are a common occurrence during drier parts of the year.

Climate change is expected to bring longer bushfire seasons to parts of Australia, an increasing number of extreme fire weather days, and increasing fire intensity.

Bushfires of low or moderate intensity often pose little threat to life, property and community assets, but the potential for changes in wind direction can be a significant hazard. However, bushfires that burn in heavy fuels, steep terrain or on hot, dry and windy days often spread rapidly, crown in forests, produce powerful convection columns and create extensive spot fires ahead of the fire front, often making their control impossible until weather conditions moderate.

As the fire danger reaches "extreme", bushfires are often described as firestorms and become impossible to control. When the fire danger reaches 'Catastrophic', the risk of serious injury or death to people in the path of a bushfire increases significantly, and many properties and other community infrastructure can become difficult or impossible to defend.

The intensity of a bushfire, which determines to a large extent how much damage it will do, is a product of the fuels burning (quantity, arrangement, size, moisture content), the weather at the time (temperature, wind speed and direction, relative humidity, atmospheric stability) and the topography of the land where the fire is burning (slope and aspect).

Vulnerability to bushfire risk is a combination of the physical location of the persons under threat and the understanding and ability that person has that enables them to deal with the risk. It is the position of Australian fire agencies that the safest action to protect life is for people to be away from the bushfire or threat of bushfire as early as possible.

The risk of wildfires was assessed and considers bush fire threat from all direction surrounding the site which determined a high risk of wildfires impacting on the site, with the principal bush fire attack mechanisms being ember attack and radiant heat.

Figure 1 illustrates the potential wildfire runs towards the site.



3.2 FIRE DANGER RATINGS

The Chief warden objective of the new Australian Fire Danger Rating System (AFDRS) is to implement a more accurate and nationally consistent system that will enable improved decision-making by response agencies and industry and provoke the desired community response to messaging in order to improve public safety. More information at <https://www.rfs.nsw.gov.au/news-and-media/newfdr>

The AFDRS uses the latest scientific understanding about weather, fuel and how fire behaves in different types of vegetation to improve the reliability of fire danger forecasts. This strengthens the ability of those working in emergency services to be better prepared, make improved decisions, and provide better advice to the community.

It is aimed at a simplified, action-oriented Fire Danger Rating System.

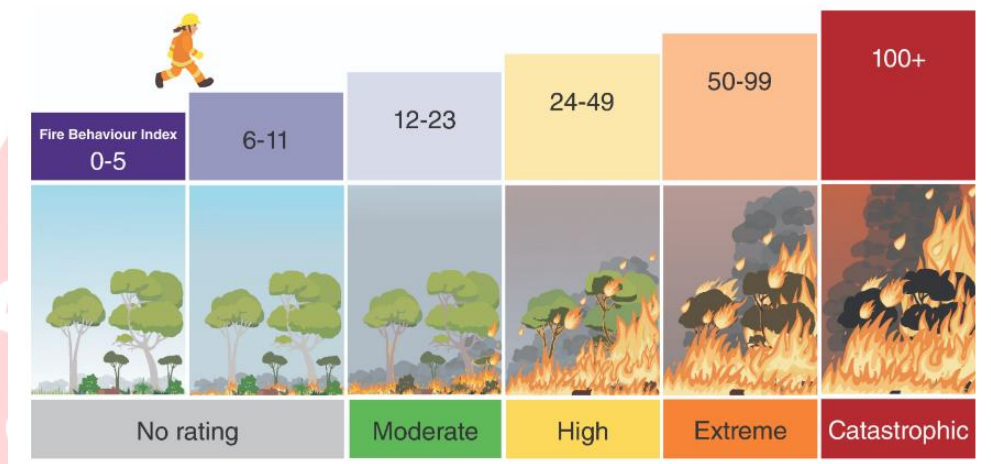


Figure 2 Accessed from AFAC: <https://www.afac.com.au/initiative/afdrs/afdrs-faqs>

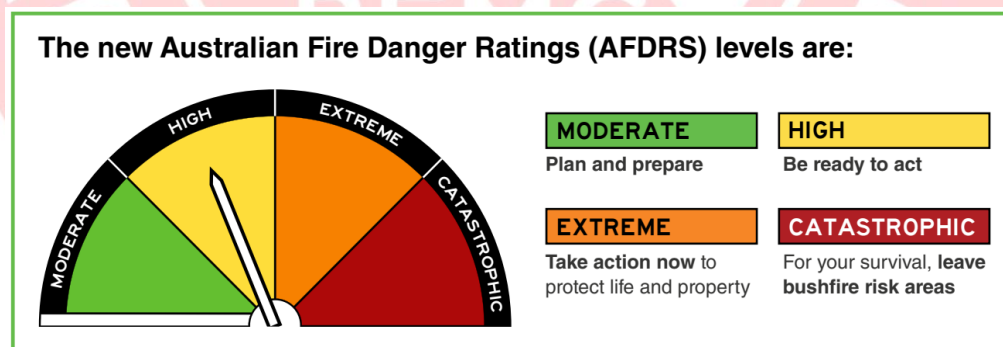


Figure 3 Accessed from AFAC: <https://www.afac.com.au/initiative/afdrs/afdrs-faqs>

MODERATE: *Plan and Prepare* - Have a plan and be ready to act if a fire starts.

HIGH: *Be ready to act* - Be alert for fires in your area and be ready to leave or be ready to defend.

EXTREME: *Take action* - Act before a fire starts

CATASTROPHIC: *Leave high risk areas* - Protect your life, leave early.

3.3 TOTAL FIRE BAN AND EXTREME FIRE WEATHER

The NSW RFS will be consulted prior to the final version of this plan to review the Bushfire Emergency Management and Evacuation Plan and determine if the facility operates on days of Total Fire Ban (TOBAN).

- A TOBAN is a day of elevated bushfire danger potential.
- A TOBAN is declared by the RFS on days when fires are likely to spread rapidly and will be difficult to control.
- Fire Danger Ratings are updated twice daily by the RFS at 6.00am and 4pm.

Total Fire Bans are normally declared by 5pm on the day before a ban but can be declared or revoked at any time. Always check the RFS web page for latest information at:

<http://www.rfs.nsw.gov.au/fire-information/fdr-and-tobans>

Given the location of the facility and the single accessway into and out of the facility, the facility may consider closing when a Total Fire Ban has been declared by the Commissioner of the NSW Rural Fire Service.

The Chief Warden may choose to temporarily cease operations (see section 5.6, page 28 of this report) due to an emergency or potential emergency or based on advice issued by NSW RFS or in consultation with the facilities emergency control organisation.

3.4 BUSHFIRE ALERT LEVELS

During a bush fire, Alert Levels are used to give an indication of the level of threat from a fire.

Don't wait for a warning. Some fires start and spread so quickly there may not be any time for a warning. If you get a Bush Fire Alert, you must take it seriously. Failure to take action can result in death or injury.

It is noted that in response to Recommendation 3, in October 2017, the Commissioner's and Chief Officers' Strategic Committee (CCOSC) committed to a consistent 3-level national warnings framework across all states and territories and multiple hazards. In February 2018, the Warnings Group established a project plan, *'Towards a National Warning Framework'*. Following consultation with the states and territories, the project plan was endorsed by CCOSC in May 2018. New hazard icons for bushfire were implemented in December 2020 for all states and territories except Western Australia and the Northern Territory. There are three levels of Bush Fire Alerts as illustrated within A. Clark (2021) Australian Warning System, *Australian Journal of Emergency Management*. pp 11-12.

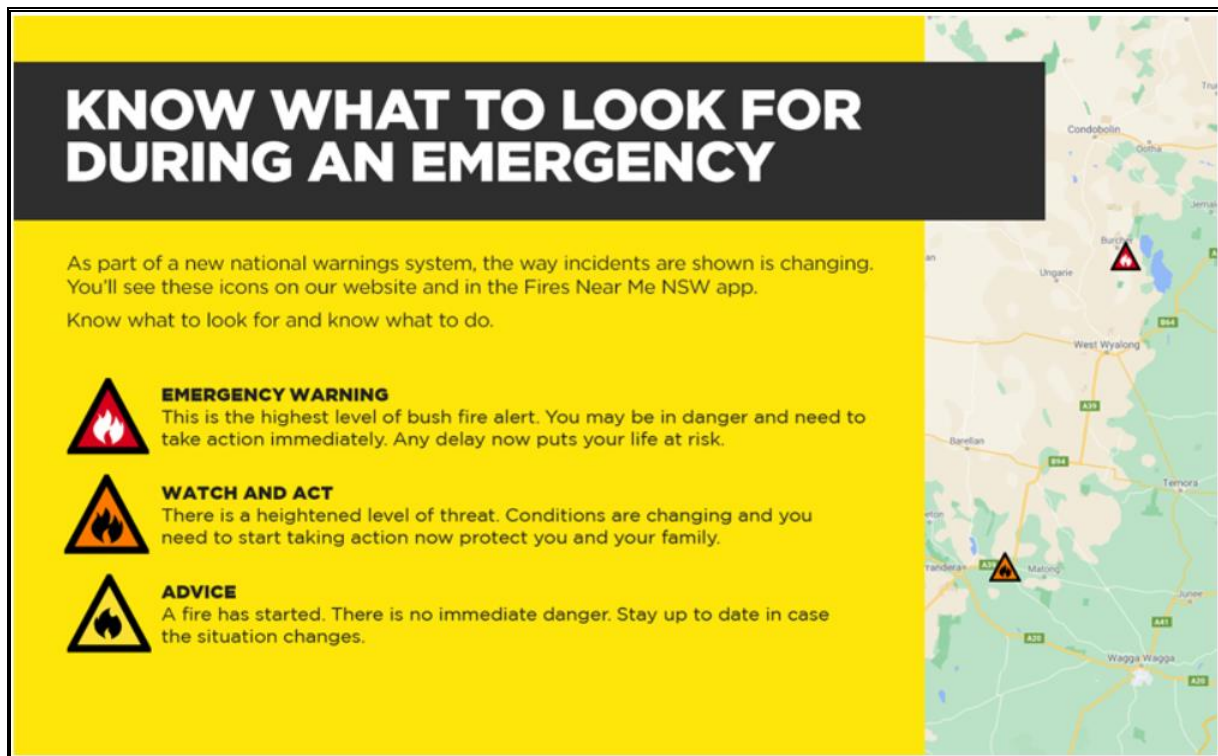


Figure 4 Bushfire Alert Levels (Clark 2021)

3.5 CATASTROPHIC FIRE DANGER RATING

The facility can operate on days Catastrophic Fire Danger Rating if issued in this NSW Fire Area.

Preliminary weather forecasts will provide the facility with the opportunity to undertake initial preparation should a Catastrophic Fire Danger Rating be issued, requiring them to temporarily cease operations on relevant days, if required.

3.6 VULNERABLE DEVELOPMENTS

In NSW, facilities are identified as Special Fire Protection Purpose (SFPP) development under section 100B of the Rural Fires Act, 1997. Occupants of SFPP developments require special care and are considered vulnerable uses.

The nature of SFPPs means that occupants may be more vulnerable to bushfire attack for one or more of the following reasons (Planning for Bushfire Protection 2006 p. 28):

- They may be less educated in relation to bush fire impacts.
- They may have reduced capacity to evaluate risk and to respond adequately to the bushfire threat.
- They may present organisational difficulties for evacuation and or management.
- They may be more vulnerable through stress and anxiety arising from bush fire threat and smoke; There may be significant communication barriers.
- Supervision during a bush fire may be difficult, and
- Logistical arrangements for the numbers of residents may be complicated in terms of alternate accommodation, transport, healthcare, and food supplies.

Short-term occupants are likely to need more time, resources, support, and assistance to take the appropriate actions and or to evacuate safely.

Elderly, children sick and low mobility individuals are particularly vulnerable to the effects of bushfire and are more likely to be adversely affected by smoke or heat and health related issues (such as stress, respiratory issues etc) while being evacuated.

3.7 EMERGENCY MANAGEMENT PLANNING

3.7.1 Emergency Control Organisation

In accordance with Australian Standard AS 3745-2010, an Emergency Control Organisation (ECO) is to be established for the planning, preparation and implementation of the on-site evacuation and emergency procedures and is to consist of facilities staff and or specialist providers with the following skills:

- Physical capability to perform the duties required.
- Strong leadership qualities.
- Maturity of judgement, good decision-making skills and capability to remain calm under pressure.
- Sound knowledge of the local area.
- Ability to be on site during the fire danger period; and
- Ability to complete the required training.

The ECO does not have a 'statutory standing'. It is to follow any instructions or advice from authorised Emergency Service personnel related to evacuation. Each person in the ECO shall have clearly defined duties and responsibilities. The Emergency Control Organisation (ECO) is a group of personnel who have been delegated the authority as Wardens to make decisions regarding the management of a response to an emergency.

The structure, activation, membership of the ECO is outlined below. During a wildfire event the ECO should establish a Incident Management Team (IMT) implementing an Incident Control System (ICS). Activation of an IMT for every emergency such be undertaken. It will be easier to establish your IMT and scale down as required, rather than have too few people involved which may impact on your facility's ability to respond.

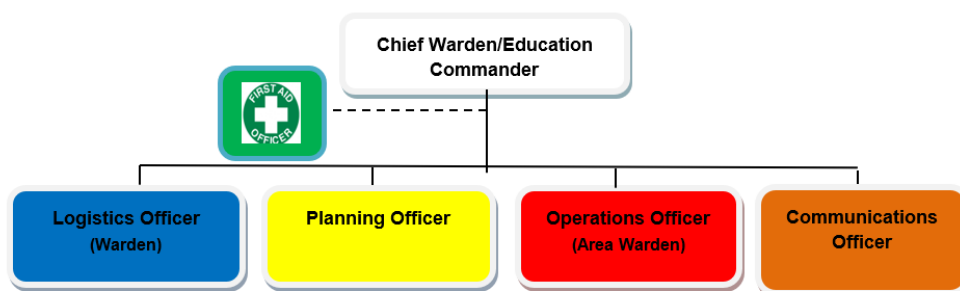


Figure 5 Simplified example of a IMS structure suitable to manage an wildfire incident

3.7.2 Planning Committee

The Emergency Planning Committee (EPC) is a consultative group comprised of a representation of those who may work, live or are occupants at the facility. The group normally consists of senior management, tenants, staff and Chief and Deputy Chief Wardens.

3.7.3 Membership, Roles and Responsibilities of the Emergency Planning Committee

The EPC is responsible for the development, implementation, and maintenance of the EMP, emergency procedures and related training and exercise. The membership, roles and responsibilities of the EPC are outlined below.

3.7.4 Planning Committee Roles and Responsibilities

Implementation of the Evacuation Plan is the responsibility of the Chief Warden and ECO with assistance and support from staff, NSW RFS and Emergency Services when required.

The appointment of the Deputy Chief Warden (usually the Deputy/assistant manager) is to ensure continuity of the Chief Warden's functions during absences. The selection of the Deputy should be consistent with the selection criteria for the Chief Warden. The deputy should be fully trained and prepared to take over the primary role of the Deputy Chief Warden.

The Chief Warden will ensure that:

- The evacuation plan is updated annually.
- All staff are made aware of the existence of the Evacuation Plan and the Evacuation procedures to be adopted in the event of an emergency. Yearly training is to be provided for all staff in the implementation of the Evacuation Plan.
- The 'Evacuation Procedure' and map are displayed in strategic locations throughout facility.
- Evacuation procedures are tested regularly. Evacuation Drills conducted twice a year (1 each semester) and recorded in the Department's in Case of Emergency (ICE) system.
- Deficiencies in the Evacuation Plan/evacuation management systems are reviewed, and changes implemented to address these deficiencies.
- Sirens (alarm system) on Fire units are tested and maintained on a regular basis, and
- A copy of the current plan is distributed to the local emergency management committee and emergency services.

The Chief Warden is responsible for the following:

- Implementation of evacuation preparedness procedures.
- Management and overseeing of any evacuation; until relieved of this responsibility by the attending commanding officer of Emergency Services, or the Police.
- Notification to the Health and Safety Directorate's Incident Report and Support Hotline (Option 1) when decisions are made to temporarily cease operations, evacuate or shelter in place.
- Supervision of the ECO.
- Ensuring the ECO achieves its responsibilities.
- Liaising with Emergency Services and maintaining the Emergency Service contact lists.
- Maintaining and displaying a current list of contact telephone numbers.
- Distributing a current 'Evacuation Plan' in August each year to the Local Emergency Management Committee (LEMC), the Local Emergency Management Officer (LEMO) and other appropriate authorities. (e.g. NSW Rural Fire Services, NSW Fire Brigade), and
- Maintaining Chief Warden and Deputy Chief Wardens rosters.

The Deputy Chief Warden is responsible for the following:

- Assisting with the notification and implementation of the evacuation
- Assisting the Emergency Service personnel on their arrival, unless otherwise directed
- The Deputy Chief Warden will also be responsible for onsite evacuation and assembly areas, including setting up evacuee's registration system to check people into and out from Evacuation Areas.

3.8 TRAINING, ANNUAL REVIEWS, EXERCISE SCHEDULES

Evacuation procedures are tested regularly. Evacuation Drills conducted twice a year (1 each semester) and recorded in the facilities WHS platform.

3.9 POST FIRE ACTIVITIES AND DEBRIEFINGS

The Chief Warden can decide to re-open the facility, in consultation with local emergency services, specialist contractors, utility providers based on review and confirmation of the safety of the facility including:

- Confirm with NSW Fire and Rescue those utilities (water, electricity and gas) are safe to use.
- The air quality is safe and does not trigger health issues in occupants or staff.
- A qualified arborist should check impacted (burnt) trees within the facility to certify structural integrity and that they will not fail as a result of being impacted by fire. In some instances, areas can be marked as unsafe until specialist felling trees have made the area safe.
- All burnt areas and structures (including play equipment) should be avoided until they have been checked for safety issues by a qualified person.

General housekeeping should include:

- Review buildings/structure integrity including inspection of all BAL construction specifications such as bushfire shutters, intumescent grills & fire dampers.
- Review tree integrity.
- Telecommunications/IT/equipment checks.
- Advise the facility community of plans to recommence operations including community users (facility website, email or Facility ENews).
- Implement procedures to resume workplace activities including providing counselling and support to those affected by the incident.
- Review Emergency Management and replenish First Aid stocks.

Debriefing after the event is critical to identify lessons learnt and to tighten procedures that will facilitate a better activation in future. The aim of debriefing is to ensure that lessons learnt (both positive and negative) are applied for future bushfire events, not to lay blame on people for mistakes. Debriefing should be conducted by an independent third party and should include key stakeholders activated during the event.

- The debrief should consider (at minimum).
- Fire behaviour and impact on the facility and evacuation pathways.
- Activation procedures and trigger points.
- Communications.
- Implementation of the Evacuation Plan.
- Logistics.
- Performance of fire systems.
- Identification of training needs.

- Information that can enhance the lessons learnt.

Debriefings should include a discussion of:

1. What you set out to do
2. What actually happened
3. Why things happened the way they did
4. What could be done better next time
5. What lessons can be applied across the facility as a vulnerable community.

If the fire involved a critical incident, arrange for critical incident counselling through the NSW RFS.

Ensure injuries are recorded and reported in the facilities WHS platform.



4 BUSH FIRE EMERGENCY MANAGEMENT

The Bushfire Operations Plan (BOP) sets out the work and activities that will be undertaken within the site to prevent and mitigate bush fire events. Implementing the bushfire management works and activities listed in this plan is dependent upon the financial, human and equipment resources being available.

The facilities estate management plans and procedures should be updated with reference to this Bushfire Operations Plan.

If the implementation of bushfire management activities identified in this BOP are implemented with fewer resources than estimated, the balance of the resources will be allocated to implementing other high priority bushfire management activities not listed in this BOP after discussion with the Emergency Services Agency.

Fire management attempts to coerce fire into a desired regime using three primary strategies:

1. Hazard Reduction through mechanical (slashing) fuel reduction.
2. Fire suppression, and
3. Ignition management and prevention.

Hazard reduction and ignition management and prevention of fire outbreaks are the primary focus of fire control strategies within this document.

4.1 PREPARATION FOR BUSH FIRES

The official Bushfire Danger Period generally starts on 1 October and extends through to the following April. However, the fires season has been starting earlier and finishing latter. During this period, bushfires can occur at any time.

4.2 STRATEGIES TO REDUCE IGNITION

The key personnel responsible for reporting and monitoring fire hazards and for the prevention of fire are:

- All Employees and Contractors of the operator have a general duty of care to observe and report fire hazards within the site.
- The Facility Manager is responsible for overall monitoring of fire hazard within site.

The key to minimising fire ignition is to increase the awareness of the risks of ignition. The NSW RFS Mid-Coast Bush Fire Risk Management reports the district has on average over 730 bush and grass fires per year, of which 82 are considered to be major fires.

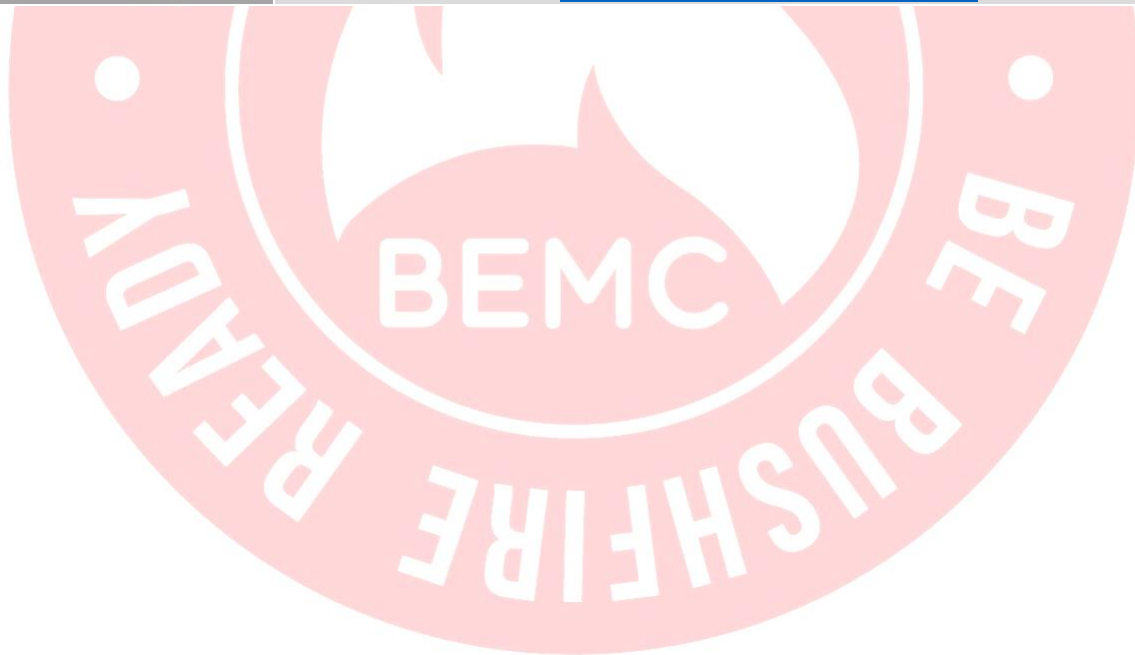
The main sources of ignition in the Mis Coast Zone BFMC area are:

- Reignition from previous wildfire or hazard reduction burns,
- Illegal burning, and
- Lightning.

Table 4 documents the actions required concerning the identified ignition causes to help prevent fire ignition. These strategies are especially important during the fire season when weather patterns are conducive to the spread of fire.

Table 4 Ignition Risk and Actions

IGNITION RISK	ACTIONS
Deliberate / Arson	Promoting cooperative surveillance programs with fire agencies and community. Promoting staff, community education and awareness programs. Limiting public access during severe and catastrophic fire weather conditions. Cooperatively assist NSW Police and the Rural Fire Service to investigate all fires believed to have been deliberately lit.
Campfires	Promoting staff, community education and awareness programs.
Debris Burning	Ensure neighbours obtain appropriate permits to implement Debris burns.
Machinery use	Maintain high level of employee awareness (e.g., toolbox talks). Ensure adequate buffer zone between activities and fuel source. All hot work activities to have a spotter and a fire extinguisher within work zone when required. Hot works to be avoided during total fire bans or on FDR days of Very High or greater. Do not undertake mechanical clearing works on Extreme and Catastrophic fire danger days. Removal of some visual rocks before slashing. Avoid driving on/through long grass (vehicle exhaust systems are known to igniting grass fires)
Electrical & lightning	Liaise with electricity providers to ensure maintenance of powerlines. Further information visit https://www.electricitysafety.com.au/



4.3 STRATEGIES TO SUPPRESS UNPLANNED FIRES

Fire suppression actions start from the time the fire is detected until it is extinguished. The lifestyle facilities priorities in wildfire suppression operations are the safety of all staff and visitors; the effective protection of human life, facility, and community assets; reduces ignition potential on site to acceptable levels. On 'Total Fire Ban' days no vegetation management or hot works will be undertake unless notification and approved through s99 by NSW RFS is obtained. Only general maintenance works that do not require mechanical machinery that can create an ignition source will be permitted during 'Total Fire Ban' days.

Table 5 Activities and Fire Behaviour ratings

ELEMENT	NONE	MODERATE	HIGH	EXTREME	CATASTROPHIC
Preparedness for ignition	Assessing the required level of day-to-day preparedness by monitoring Fire Danger Indexes and synoptic conditions on a continuous basis throughout the fire season. Identifying pre-emptive incident management and ensure staff are aware of response procedures. Prior to each fire season an annual and biannual inspection of the fire management requirements.				
Response to ignition	No requirements for specific wildfire preparedness or suppression.	Plan and commence preparation for a wildfire. Check fire equipment.	Fire suppression equipment tested, water ready and ready to act.	Fire suppression equipment tested, water ready and ready to act. Monitor for ignition points, if fire growth	Leave bushfire risk areas.
Minimise hot works through appropriate work scheduling		If deemed appropriate. Hot works should be accompanied by a spotter and a fire extinguisher.	If deemed appropriate. Hot works should be accompanied by a spotter and a fire extinguisher.	No hot works	No hot works
Minimise vegetation maintenance activities through appropriate work scheduling		No requirements	If deemed appropriate. Vegetation management should be accompanied by a spotter and a fire extinguisher/ fire vehicle.	If deemed appropriate. Vegetation management should be accompanied by a spotter and a fire extinguisher / fire vehicle.	No vegetation maintenance activities

4.4 STRATEGIES TO MINIMISE POTENTIAL SPREAD OF BUSHFIRES

A range of permanent, natural and point fire control advantages exist to minimise the potential for the spread of bush fires in and around the site. The following sections define the different advantages, their characteristics, and considerations.

Table 6 summarises the control advantages in and around the site. The Operator will ensure the facility effectiveness of fire control advantage infrastructure on site is maintained to minimise the potential for the spread of fires from or into and from the property. In general,

- Priorities the maintenance of Asset Protection Zones and vehicle access trails/roads.
- Maintain Assets Protection Zone to standards in accordance with NSW RFS, specifically management of the ground and shrub growth, and lower tree branches under the tree line for a minimum of 2m height, and
- Point advantages such as water availability and access locations are signposted and maintained.

Table 6 Summary of Permanent Advantages

CONTROL ADVANTAGE	TYPE OF ZONE	CHARACTERISTICS AND CONSIDERATIONS
Asset Protection Zones	Permanent	Cleared areas immediately adjacent to built assets that provided an area of low flammable materials. Undertaken within the first month of fire season. Completed in accordance with NSW Rural Fire Service, Standards for Asset Protection Zones. NSW Rural Fire Service, Sydney.
Access roads and trails	Permanent	Roads, tracks and trails may be used as access ember ignitions. Fire crew safety and probability of success will be assessed against the ability to access along the road and trails.
Other Areas cleared of flammable materials	Permanent	Other cleared areas that act as advantages include roads and boundary cleared areas that will impede the progress of a fire.
Drainage lines and rivers	Natural	The effectiveness of drainage lines depends upon whether it is saturated or has a bed of sand or stones that will impede fire crossing rather than vegetation litter. Drainage lines are unlikely to contain high intensity fires under severe conditions due to the likelihood of ridge top spotting.
Recent (<3yr) fire history	Natural	Recently burnt areas can be used for containment. Their effectiveness is limited by their depth, the level of fuel reduction, the vegetation type, the recovery time for fuel loads, and the spotting distance of approaching fire.
Vehicle water points	Point	Vehicle based firefighting can draw water from numerous hydrants and hose reels within the facility.
Fire detection	Point	Early detection can also be gained from active patrolling during a wildfire event.

4.5 BUSHFIRE MITIGATION TREATMENTS

The bush fire mitigation treatments are strategic in nature as they prioritise protection of life and property undertaken before the impact of bushfire on the site and completed at the commencement of the Bush Fire Danger Period. The Chief warden elements of the Bushfire mitigation treatments are:

- Establishing and maintain landscape maintenance schedules.
- Making representations to the District BFMC.
- Implementation of the Bush fire Operations and Evacuation Plan, and
- Establishing a staff and visitors education program.

Table 7 Bush fire Action statement

PERIOD	TRIGGER	ISSUE	ACTION	RESPONSIBILITY
Preparation Prior to bushfire danger period	Planning requirement	Risk assessment and Response capacity	• Ensure Landscape Management Program and Vegetation Management Plan have been completed prior to 1 October each year. • Certification should be received prior to October that the work has been completed in accordance with RFS Standards for Asset Protection Zones to Inner Protection Zone standard. • If Asset Protection Zones have not been maintained by October each year, liaise with Grounds Manager regarding Asset Protection Zones maintenance. • Communicate the facilities bushfire preparedness arrangements with staff including their responsibilities at a staff meeting in September each year. • Communicate the facility's bushfire preparedness arrangements with the facility and long-term occupant community e.g., facility newsletter • Review facilities set-up for local notification system i.e., SMS messaging process, social media, website updates to communicate during emergency situations (includes communication regarding short-term immediate ceasing operations or ceasing operations next day). • Review and update the facilities Bushfire Emergency Management and Evacuation Plan and contact local rural fire brigades and NSW Fire and Rescue and undertake familiarisation of the facility and emergency procedures. • Check emergency equipment and first aid resources are available and operational (battery radio, mobile telephone) and test and verify fire protection systems (fire hydrants, evacuation alarms, fire extinguishers).	Facility Manager

PERIOD	TRIGGER	ISSUE	ACTION	RESPONSIBILITY
			• Check operation of the bushfire shutters. • Provide updated contact details including a mobile number for emergency contact after operating hours to local Emergency Services and Police. • Conduct practice fire evacuation drills. • Contact off-site assembly area (where applicable). • Contact transport suppliers to confirm potential use during a bushfire emergency. • Make the Evacuation Plan available to all associated uses within the facility.	
Preparation During bushfire danger period	Planning requirement	Risk assessment and Response capacity	Display the Emergency Management System information in prominent places throughout the facility. • Listening to the local radio station, TV and/or monitoring the NSW Rural Fire Service website at www.rfs.nsw.gov.au for information on bushfire activity or fire danger ratings. • Knowing the Fire Danger Ratings for the area • Staying alert for warnings such as Bush Fire Alert Levels issued by the RFS. • Watching for signs of fire, especially smoke or the smell of smoke • Calling the RFS Bush fire Information Line on 1800 NSW RFS (1800 679 737). • Downloading the free iPhone application from NSW Rural Fire Service – Fires Near Me NSW and keeping aware of fire in the vicinity of the facility.	Facility Manager

5 BUSH FIRE EVACUATION PLAN

Procedures for both sheltering and evacuation should be developed, with one identified as the Primary Action to be followed during a bush fire. In this case, shelter-on-site is not a feasible emergency management options due to the lack of appropriately designed structure. Furthermore, the site will not be occupied, and people present on-site will be only for maintenance and operational requirements.

Emergency services may decide to evacuate areas for public safety. For this reason, procedures to evacuate are required to ensure the necessary planning and coordination arrangements are in place.

An important factor when planning for emergency procedures is that under intense conditions it is common for people to behave irrationally, and this may increase the time taken to move people.

5.1 SHELTER

Facilities with sheltering as their Primary Action will have evacuation procedures in case they can no longer shelter, or emergency services call for a pre-emptive evacuation due to catastrophic or extreme bush fire conditions. ***Shelter-on-site is possible if the communal facilities building is located in area exposed to <10kW/m² radiant heat load within the final design.***

The principle Primary Action for this facility is Evacuate.

The Facility shall maintain an up-to-date list of vulnerable occupants, location and assistance required. These individuals should be collected and catered for at the evacuation point when a bushfire threat is identified.

The facility office can communicate with the staff through UHF and phone.

5.2 EVACUATION PLAN ASSUMPTIONS

The plan is based on the premise that:

1. On Total Fire Ban days and above, the Chief Warden will determine the operation of the facility in line with local decision-making provisions.
2. On days of Total Fire Ban and above the NSW RFS will liaise with the facility Chief Warden should the need arise to evacuate or limit occupation.
3. Leaving a high-risk bushfire location is the safest action and evacuating before a bushfire threatens is always safer than remaining until a bushfire starts. Leaving early and closing the facility becomes increasingly appropriate with extreme and catastrophic Fire Danger Ratings.

5.3 TYPES OF EVACUATION

Evacuation is a risk management strategy that may be used to mitigate the effects of an emergency on a community. It involves the movement of people to a safer location and their return. The types of evacuation and alternatives to evacuation include:

Immediate Evacuation This results from a hazard impact that forces immediate action, thereby allowing little or no warning and limited preparation time.

Pre-Warned/Managed Evacuation This follows the receipt of sufficient and reliable information which prompts a decision to evacuate ahead of a potential hazard impact.

Self-Managed Evacuation/Relocation. This is a spontaneous type of evacuation involving the self-initiated movement of people as individuals, families or community groups. This may include circumstances where residents are advised to leave early ahead of dangerous conditions.

Shelter in Place should be considered as an alternative when the risk associated with evacuation is seen as being greater than that of sheltering in place or as an outcome of an immediate threat to individuals where evacuation cannot be initiated in a safe manner.

5.4 EVACUATION PROCESS

The evacuation process has been adopted from AFAC Australian Disaster Resilience – Evacuation Planning (2017). The decision to advise or direct evacuation should be considered whenever there is a potential need to move people to a safer place. This process should be constantly reviewed in changing circumstances.

The decision to evacuate people who are at immediate risk during an emergency is not always straightforward, as it is often based on incomplete or unverified information in a rapidly developing and dynamic situation. Timing of the decision is a significant factor.

The Chief Warden must consider whether the lead warning times they have available to them permit a safe evacuation of a location threatened by bushfire. If sufficient time is available, then properly planned and executed evacuation is the most effective strategy. **Figure 6** shows the evacuation process.

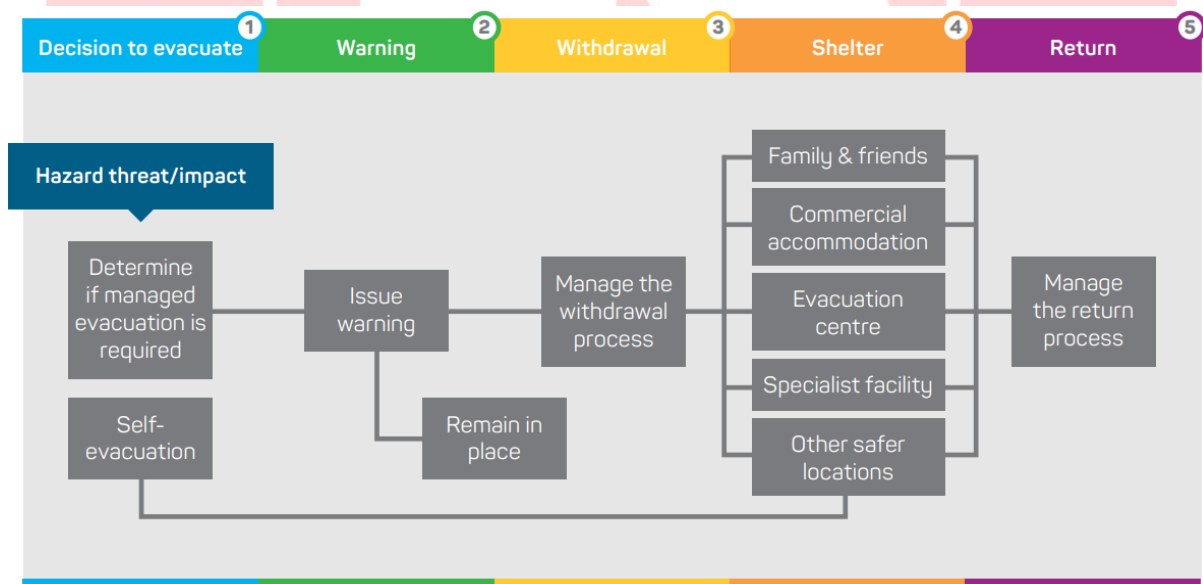


Figure 6 Evacuation Process (AFAC Australian Disaster Resilience – Evacuation Planning, 2017)

5.5 THE NEED FOR EARLY ACTION

The Evacuation Plan has been completed so it does not rely on the availability of emergency service personnel to undertake the evacuation.

As such, the decision to evacuate must be undertaken confidently and without hesitation by the Chief Warden or person with delegated authority.

The Chief Warden will require early advice and decisions to evacuate or close the facility.

5.6 PRE-EMPTIVE CLOSURE

The lead time for a planned closure varies depending on weather patterns, but every attempt is made to give the facility and attending staff as much notice as possible to prepare and respond. Pre-emptive closure did occur during the 2019/20 Bushfire season.

Once the decision for pre-emptive closure has been made information needs to be disseminated quickly and clearly identifying the expectations of staff, occupants, and visitors.

Potentially, between declaration of the closure and the day of closure, weather conditions improve sufficiently to remove the need to close, and the facility can therefore stand down its pre-emptive closure plans. Triggers for these decisions need to be clear and concise.

Due to the location of the site, pre-emptive closure for the facility highly unlikely and are not considered a principal wildfire emergency management action.

5.7 DECISION TRIGGERS

Developing a clear set of triggers will increase the ability to react quickly and make decisions when a bush fire event occurs. The following table provides the Triggers to be implemented prior and during a wildfire event.

Awareness of triggers are determined by maintaining knowledge of Daily Fire Danger Categories and the predominant weather (specifically wind) conditions. It is essential that staff maintain daily awareness of these categories to ensure they are informed and aware of trigger requirements.

5.8 AUTHORITY TO EVACUATE

The NSW Police, in consultation with the facilities Emergency Control Organisation and other emergency control agencies, has overall responsibility for evacuations and can initiate an evacuation.

When so directed, the Chief Warden is to act under the authority of NSW Police.

Where emergency services are not present and direction has not been provided, the Chief Warden should initiate evacuation procedures.

Council Management can initiate closure and or an evacuation of the facility or associated use. When management, Chief warden/principal have been advised or are aware of an emerging bushfire emergency situation and determine that it is in the best interests of the safety of staff and contractors/visitors (or other users) to temporarily cease operations at the facility.

In some cases, this will relate to the operation of the facility for the following day. Authority to evacuate can be directed by:

- Instructions from the NSW Police or Fire Authority (NSW Rural Fire Service or Fire and Rescue NSW).
- Council Management.
- Local decision by the Chief warden/ Landfill Coordinator.

NSW Agencies with legislated authority to order an evacuation are:

- Combat Agencies with appropriate legislation; and
- the NSW Police Force.

A Combat Agency generally issues an order to evacuate; consideration should be given to how affected people may respond to such an order. Police Officers generally enforce such orders.

NSW Police may issue an evacuation order under *Section 60L State Emergency & Rescue Management Act 1989*. A senior police officer may, if satisfied that there are reasonable grounds for doing so for the purpose of protecting persons from injury or death threatened by an actual or imminent emergency, direct, or authorise another police officer to direct, a person to do any or all of the following once a danger area is declared:

- a) to leave any particular premises and to move outside the danger area,
- b) to take any children or adults present in any particular premises who are in the person's care and to move them outside the danger area,
- c) not to enter the danger area. A 'danger area' means the areas specified by a senior police officer as the area affected by an emergency.

Fire & Rescue NSW under *Section 19 Fire Brigades Act 1989* through the officer in charge at a fire or hazardous material incident may cause to be removed any person, vehicle, vessel or thing the presence of whom or which at or near a fire or hazardous material incident might, in the officer's opinion, interfere with the work of any fire brigade or the exercise of any of the officer's functions.

NSW Rural Fire Service under *Section 22A Rural Fires Act 1997* provides that an officer of a rural fire brigade or group of rural fire brigades may cause to be removed any person, vehicle, vessel or thing the presence of whom or which at or near a fire, incident or other emergency might, in the officer's opinion, interfere with the work of any rural fire brigade or the exercise of any of the officer's function.

5.9 EVACUATION

Facilities with evacuation as their Primary Action that have no shelter-on-site mechanisms will have clear and concise decision triggers for staff to follow. Pre-emptive site closures become more critical in these situations ensuring staff are not placed in any danger when they are required to consider shelter as an emergency response option.

Safe access arrangements for people to evacuate an area whilst emergency service personnel are accessing the same area to suppress a bush fire are essential. Alternative access/way out routes are provided to the north and south will assist if part of the road system is cut by wildfire or wildfire related activities, such as fallen tree or firefighting appliances. Evacuation is by vehicle, the direction of evacuation depends on the location and spread of the wildfire.

The facility administrations building can communicate with staff through UHF and mobile phone.

In the event of a bushfire emergency, where external evacuation to a safe place outside the facility is triggered, all occupants within the facility are expected to evacuate the premises.

Evacuation involves relocating people to where they are safer and by a route that is relatively safe. The action taken is largely determined by the nature of the fire threat, the people involved and their location. Welfare of evacuees following evacuation is also an important consideration. Such procedures require careful and timely consideration of all factors. Every bushfire attack scenario will be different. The response to each must therefore be specific and include consideration of the following:

- Location of fire.
- Fire behaviour including.
- Rate and direction of spread.
- Ember affecting the area.
- Smoke affecting the area.
- Number of potential evacuees.
- Availability of access, and
- Transport.

Once staff are satisfied that all people have evacuated the site and are staged at the evacuation point (on entrance to the facility) an assessment should be performed to establish if moving to the delegated off-site meeting point is considered safe in terms of air quality (smoke), ember attack and further ignition potential OR allowing them to progress to their homes (for short-term occupants). Notification of this off-site meeting point should be relayed to management who can communicate the information to next-of-kin and emergency services.

The site meeting point is:

Wildfire progressing from the north- west (north) to the south-east (south):

- South along Mungo Brush Road for 3km to Hawke Nest village centre.

Wildfire progressing from the south-west (south) to the north-east (north):

- North-east along Mungo Brush Road for 23km, to Bombah Point Ferry (if safe to do so, continue west to Bulahdelah)

The evacuation and off-site refuge are shown in **Figure 9, page 37**.

5.10 RESPONSE BUSHFIRE ACTION STATEMENTS

Response Bush Fire Action Statements outline duties and actions required to be undertaken during and after a bush fire emergency, stating clearly who is to do what, and when. A trigger is a timeframe, scenario or some other factor that initiates an action.

Triggers are to be determined and aligned with the appropriate action. Factors to be considered in determining triggers include the decision to evacuate or shelter as this will influence the timeframe required for certain actions to be undertaken.

Table 8 Bushfire Decision Triggers

CATEGORY	BUSH FIRE THREAT			BUSH FIRE SPECIFIC ARRANGEMENTS AND ACTIONS	RESPONSIBILITY
	Wind Direction	Confirmed Ignition (<5km)	Bush fire threat		
Total Fire Ban	Total Fire Ban is declared by the Commissioner of the NSW Rural Fire Service for the Sydney Basin weather district, the facility may be closed on the designated day of Total Fire Ban.				
Possible emergency	The Chief warden / chief warden (or delegate), on becoming aware of a bushfire emergency, will take the following steps: - Ascertain the nature of the emergency or potential emergency and determine appropriate response using the Bushfire Decision Triggers below. - Contact Emergency Services for advice and support;				
Extreme and Catastrophic FBI > 50	All directions	No	Prepare for evacuation	- Extreme and Catastrophic FBI is issued in the Mid-Coast Bush Fire District. - Upon acknowledgment of Extreme and Catastrophic FBI, chief warden to discuss operations with facility management. - Consider pre-emptive closure of on-site activities for Catastrophic FBI. - Identify vulnerable people. - Undertake the following tasks: - Ensure all hazardous materials are protected a secured (forklift workshop materials inside). - Open north and south emergency gates to allow fire response access and evacuation if required. - Close all doors and windows. - Dangerous good container locked. - Preparations to enable quickly to turn off Power mains, gas mains and air conditioning. - Determines availability of temporary relocation or alternative place of work and prepare notification to staff, contractors, suppliers, deliver services. - Activate local notification requirements to staff regarding temporarily ceasing operations or early finish time for the start of the next day.	Chief Warden

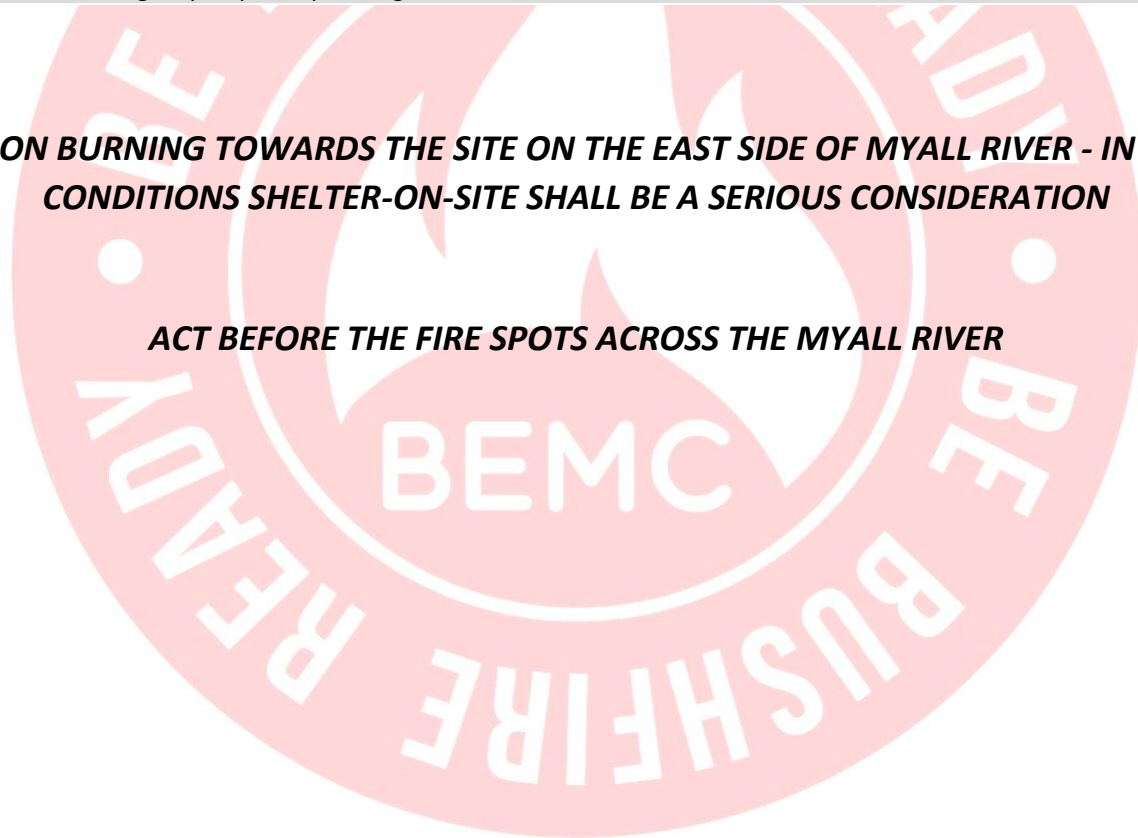
CATEGORY	BUSH FIRE THREAT			BUSH FIRE SPECIFIC ARRANGEMENTS AND ACTIONS	RESPONSIBILITY
	Wind Direction	Confirmed Ignition (<5km)	Bush fire threat		
				• Confirm details of staff off-site relocation arrangements if facility is remaining open. • Monitor local weather conditions for further advice. • Delay hot works to following days with lower FBIs. • Collect list of contacts to notify re closure/reopen	
Extreme and Catastrophic FBI > 50		Yes	<i>'Emergency Warning'</i> Implement emergency management arrangements. <i>'EVACUATE'</i>	• Notify facility manager and staff to <i>'EVACUATE'</i> through evacuation siren to and SMS off-site staff not to return. • Notify fire authorities and site management of anticipated Evacuate site. • Turn-off power mains, gas mains and air conditioning, leave perimeter access gates unlocked for emergency services access. • Roll-call of staff at on-site evacuation point (administration building) then determine if staff progress home or off-site meeting point. • Program to return to site (following incident) to re-establish access controls (lock gates).	Chief Warden
Moderate to High FBI 12 < 49	All directions	No	<i>'Be ready to act'</i> Monitor Fire Near Me	Normal Operations until active fire within 5kms. Undertake preliminary preparations as above and Apply fire spread thumb rule to determine impact time (Fire speed is 10% of wind speed – i.e., 40km/hr wind fire will spread approx. 4km/hr).	Chief Warden
Moderate to High FBI 12 < 49	All directions	Yes	<i>Take action to protect life and property</i>	Prepare for evacuation and maintain Normal Operations When fire is 5km from site - under 50km/hr wind fire will impact on site within 1 hour. If fire within 1km and progressing towards the site undertaken <i>'EVACUATION'</i> .	Chief Warden

CATEGORY	BUSH FIRE THREAT			BUSH FIRE SPECIFIC ARRANGEMENTS AND ACTIONS	RESPONSIBILITY
	Wind Direction	Confirmed Ignition (<5km)	Bush fire threat		
				• Notify facility manager and staff to 'EVACUATE' through evacuation siren to and SMS off-site staff not to return. • Identify vulnerable people. • Notify fire authorities and site management of anticipated Evacuate site. • Undertake the following tasks: • Ensure all hazardous materials are protected and secured (forklift workshop materials inside). • Open north and south emergency gates to allow fire response access and evacuation if required. • Close all doors and windows. • Dangerous goods container locked. • Preparations to enable quickly to turn off power mains, gas mains and air conditioning. • Leave perimeter access gates unlocked for emergency services access. • Collect list of contacts to notify re closure/reopen. • Roll-call of staff at on-site evacuation point (Administration building) then determine if staff progress home or off-site meeting point. • If advised by emergency services, fire trained staff with adequate PPE to patrol and extinguish spot embers as required (only if safe to do so). • Program to return to site (following incident) to re-establish access controls (lock gates).	
LOW FBI < 12	All directions	Yes	'Advise' Monitor Fire Near Me	Normal Operations Advise and assist fire agencies as required.	Chief Warden

CATEGORY	BUSH FIRE THREAT			BUSH FIRE SPECIFIC ARRANGEMENTS AND ACTIONS	RESPONSIBILITY
	Wind Direction	Confirmed Ignition (<5km)	Bush fire threat		
Following passage of fire	Contact RFS to establish notification to re-enter site to undertake access and tree safety assessments. Contact utility providers to re-establish services. Engineering safety checks of infrastructure. Notification to all staff/contractors/delivery services/clients of future arrangements. Facilitate community resilience and recovery. Debrief and review emergency response planning.				

CONFIRMED IGNITION BURNING TOWARDS THE SITE ON THE EAST SIDE OF MYALL RIVER - IN ANY FIRE WEATHER CONDITIONS SHELTER-ON-SITE SHALL BE A SERIOUS CONSIDERATION

ACT BEFORE THE FIRE SPOTS ACROSS THE MYALL RIVER





Observations or Situation	Bushfire Danger Period			
	MODERATE	HIGH	EXTREME	CATASTROPHIC
Out of control fire north within 1km	➤ Seek guidance from emergency services ➤ Move to evacuation area	➤ Move to evacuation area ➤ Seek instruction from emergency services	➤ Close facility and move to evacuation area ➤ Seek instruction from emergency services ➤ To be escorted from evacuation area to NSP by emergency services if possible	➤ Close facility and move to evacuation area ➤ Seek instruction from emergency services ➤ To be escorted from evacuation area to NSP by emergency services if possible
Out of control fire within 5km radius	➤ Situational awareness ➤ Seek guidance from emergency services	➤ Situational awareness ➤ Notify occupants of increasing fire danger and need to evacuate if fire confirm threatening the site	➤ Situational awareness ➤ Prepare to evacuate ➤ Notify occupants of increasing fire danger and need to evacuate if fire confirm threatening the site	➤ Close facility and move to evacuation area ➤ Seek instruction from emergency services ➤ To be escorted from evacuation area to NSP by emergency services if possible
Bushfires within region but not within Area of Concern (10km radius)	➤ Normal operation	➤ Situational awareness	➤ Situational awareness ➤ Notify occupants of increasing fire danger and need to evacuate if fire confirm threatening the site	➤ Situational awareness ➤ Notify occupants of increasing fire danger and need to evacuate if fire confirm threatening the site
No fires	➤ Normal operation	➤ Situational awareness	➤ Situational awareness ➤ Notify occupants of increasing fire danger	➤ Situational awareness ➤ Notify occupants of increasing fire danger and need to evacuate if fire confirm threatening the site

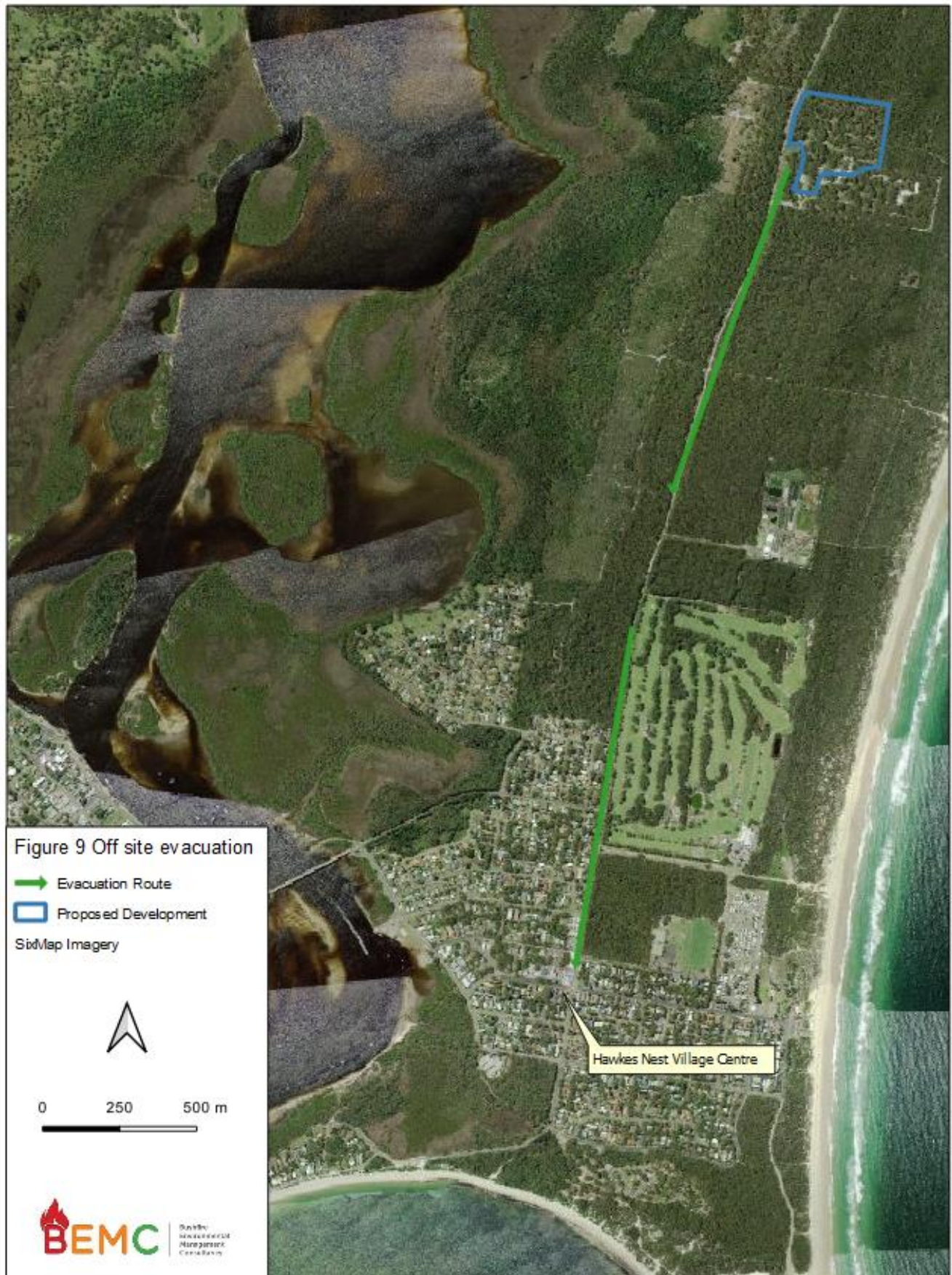


Figure 7 Bushfire danger decision guide

Figure 8 Shelter-on-site location

Image to be provided within final copy





BUSHFIRE EVACUATION PLAN SUMMARY



KEY EMERGENCY CONTACT INFORMATION

POLICE, FIRE, AMBULANCE	CALL '000'
CHIEF WARDEN	Name contact
DEPUTY CHIEF WARDEN	Name contact
HQ contact	Name contact



AWARENESS OF SITUATION

RFS BUSHFIRE INFORMATION LINE	1800 679 737 (1800 NSW RFS)
DISTRICT (TUNCURRY) RFS OFFICE	02 6539 7700
Tea Gardens RFS	02 4997 1800
RFR WEBSITE	www.rfs.nsw.gov.au
FIRE NEAR ME APP	



LOCATION INFORMATION

ADDRESS	288 Mungo Mungo Brush Road, Hawke Nest
NUMBER OF STAFF	TBC
NUMBER OF OCCUPANTS	TBC
TOTAL NUMBER	TBC
OFF-SITE EVACUATION	Preferred Hawks Nest Village Centre



ACTIONS

1. Pre-incident actions, treatments (Table 7, Page 24)
2. Raise Alarm & Call '000'
3. Undertake actions within Bushfire Actions Statement for determined threat and actions (Table 8, Page 31)
4. Call NSW RFS District Office and inform of emergency management arrangements.

EVACUATION



THE SAFEST OPTION IS TO LEAVE EARLY

Authority to Evacuate can be directed by:

- Instruction from NSW Police or Fire Authority (NSW Rural Fire Service or Fire and Rescue NSW)
- Instructed by the Chief Warden in consultation with the facilities Emergency Control Organisation EMO



ASSEMBLY POINT

- Assemble Point is at the administrations building (*if located outside 10kW/m² radiant heat exposure*).

Image to be provided within final copy

KEY ACTIONS:

- Roll-call
- Close all fire and smoke doors
- Close bushfire shutters
- Gather bushfire survival kits and water
- Keep watch for spot fire around building
- When safe, evacuate or as instructed by emergency services



SHELTER-ON -SITE OPTION

- Shelter-on-site is at the administrations building (*if located outside 10kW/m² radiant heat exposure*).

Image to be provided within final copy

- Roll-call
- Close all fire and smoke doors
- Close bushfire shutters
- Gather bushfire survival kits and water
- Keep watch for spot fire around building
- When safe, evacuate or as instructed by emergency services

KEY ACTIONS:



BUS/VEHICLE EVACUATION



DO NOT EVACUATE IF:

- Spot fires and embers are observed
- It is unsafe
- Directed by emergency services to remain in place
- Shelter-on-site should be considered as an alternative when the risk associated with evacuation is greater than sheltering-on-site, or evacuation can not be initiated and completed in a safe manner